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MODULE I WORKBOOK

INTRODUCTION TO CAREER PLANNING

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MODULE I WORKBOOK

INTRODUCTION TO CAREER PLANNING

In this module you will receive an introduction to the career planning process, following which you will begin your self-assessment. More specifically, you will learn about:

- a definition of career planning
- the difference between a job, an occupation and a career
- four different types of career patterns and the one you wish to adopt
- the three phases of the career planning process
- the importance of self-assessment in career planning and the four components of it

CAREER PLANNING IS... **KNOWING WHERE YOU WANT TO GO AND DECIDING HOW TO GET THERE**

A JOB IS ... a position in an organization with specific duties and responsibilities. For example, teaching grade three at Hillsdale Elementary School is a job. Driving a truck on a particular route for West Side Trucking Company is a job.

The average person can expect to have 12 to 25 jobs in their lifetime.

AN OCCUPATION IS ... a group of similar jobs in society. For example, elementary school teacher and truck driver are occupations.

The average person can expect to have 3 to 6 occupations in their lifetime.

A CAREER IS ... the sum total of your work-related experiences, including both paid and unpaid labor. People may change jobs and occupations but each of us have only one career. Work-related experiences include full- and part-time work, parenting and homemaking, education and training, volunteer and community service work, hobbies and other leisure activities which may influence your work now or in the future.

Everyone has only 1 career.

CAREER PLANNING IS ... ***LIFE PLANNING***

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CAREER PATTERNS				
TYPE OF CAREER	WHEN CHOICE OF PATTERN IS MADE	HOW OFTEN OCCUPATIONS ARE CHANGED	DIRECTION OF CHANGE	MOTIVE FOR CHOOSING THIS PATTERN
Horizontal "Variety"	Rarely. People do not consciously make a choice	1-2 years	Levels are not relevant	Variety, challenge, "doing what you want to do, regardless"
Steady "More of the Same"	Teenage choice	Rarely or unless forced	Stays the same	Security, intrinsic job satisfaction, wanting "a job for life"
Vertical "The Ladder"	Teenage choice	Jobs are changed for advancement	Upwards	Achievement, status, material success, power
Cyclical "The 5 Year Itch"	Every 5-10 years	5-10 years	Levels are not relevant	Variety, personal growth

ASSESSING YOUR OWN CAREER PATTERN

Take a few minutes to answer the following questions about your own career pattern.

What has been your own preferred career pattern so far?

What rewards or satisfactions have you been seeking through this pattern?

Do you want to continue this pattern in the future?

If not, what alternative pattern might you think about, and what could be your gains from such a switch?

REMEMBER - THERE IS NO *"RIGHT"* CAREER PATTERN EXCEPT THE ONE THAT YOU CHOOSE AS BEST FOR YOU.

THE CAREER PLANNING PROCESS

The career planning process involves three phases:

1. **Self-Assessment** - involves looking at who you are, what you want and what you can do. Using a variety of self-assessment tools, you will gather information about your:

   (a) Interests - things you like, are concerned or curious about, or are excited by.

   (b) Skills - your learned abilities to do some things well.

   (c) Needs - the physical or psychological requirements or conditions necessary for your well-being.

   (d) Values - things you consider worthy, desirable or important.

   This is the information you will need to be able to identify career options for yourself.

2. **Researching and Exploring Options** - involves looking at what you want, what you need, and what you like, against what the present realities are in the job market, in your particular government department, and in the economy as a whole. In this phase you will generate alternatives, evaluate them and begin to make some decisions after doing some researching and exploring. You will then proceed into the Decision-Making and Action Planning phase.

3. **Decision-Making and Action Planning** - provides a process for making a career decision and developing an action plan for reaching your goal. With the help of resource material, your self-assessment information, and a facilitator (if required) you will be able to develop a very realistic, obtainable action plan.

MOTIVATED SKILLS CARD SORT QUESTIONS

1. Take a look at those highly proficient skills that you would like to use more often in your present or future jobs.

   What skills would be useful to develop or improve to become more eligible for future career opportunities?

   _____

   _____

   _____

2. Consider your work to date and determine if it has accommodated the use of your skills that you are best at and most enjoy using?

   How important is it to you to use your motivated skills in a job?

   _____

   _____

   _____

3. Of the skills you feel are important to your career progress:

   (a) which would you like to emphasize in future work assignments?

   _____

   _____

   _____

   (b) which would you like to minimize in future work assignments?

   _____

   _____

   _____

4. In order to summarize this exercise complete the following sentence.

   As a result of my learnings on the Motivated Skills Card Sort, I plan to ....

   _____

   _____

   _____

   _____

   _____

   _____

   _____

SELF-ASSESSMENT SUMMARY INSTRUCTIONS

Once you have completed all your self-assessment exercises, enter the results on the self-assessment summary page which follows:

- Under **"My Skills"** list the skills generated from the Motivated Skills Card Sort in which
  (a) you are most competent and which you most enjoy using, and
  (b) which you want to develop.
- Under **"My Values"** list the most important values from the Work Values Checklist.
- Under **"My Interests"** list the occupational clusters identified on your Career Decision-Making System.
- Under **"My Needs"** consider each category listed to determine what must be present in any job. For example, if you cannot work for less than a certain salary, note that. If you are willing to work anywhere in Alberta, note that. On the other hand, if you are only willing to work within a one-mile radius of your home, that is what you will write beside "Location". Use this section to highlight any "must haves" - those things without which you would not accept a job.

The Self-Assessment Summary will be important as you move through the career planning process. It will serve as a "measuring stick" against which you will compare possible jobs or occupations you are considering. The Self-Assessment Summary provides a profile of your ideal job - the skills you would like to use, the interests, values and needs that should be met in the job or occupation you choose as best for you.

Turn now to the next page and complete your Self-Assessment Summary.

SELF-ASSESSMENT SUMMARY

MY SKILLS

What I Have Now:

What I Need/Want to Develop:

MY VALUES

MY INTERESTS

MY NEEDS

Salary:

Physical Activities:

Environmental Conditions:

Location:

Hours of Work:

Other Needs:

CAREER OPTIONS LIST

Having completed your self-assessment, you should have some ideas about occupations that would be of interest to you. Make a list of these in the space that follows and add to the list as other ideas come to mind.

You are now ready to move on to Module II. This is the time to call your Career Planning Consultant, to discuss your progress to date, ask questions, seek clarification and to request your next learning package.

REMEMBER TO RETURN YOUR AUDIO-CASSETTE TAPE TO YOUR CAREER PLANNING CONSULTANT. ONCE IT HAS BEEN RECEIVED, MODULE II WILL BE SENT TO YOU.